

TITLE: Crime Prevention Specialist

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DEPARTMENT: PoliceREPORTS TO: Higher level management personnel within the Police department; may vary depending on assignmentSUPERVISES: None; may oversee the work of part-time staff, or volunteers, as assignedDEFINITION:

Under general direction, performs a variety of specialized and often times sensitive public safety support duties in assigned program area(s). This includes identifying community problems and building partnerships with community members, and working with them to develop and implement short and longer term solutions. Provides resource and referral information to victims, community members, businesses, agencies, schools, etc.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Identifies community problems, develops and implements short- and long-range solutions/prevention programs to address the problems. Works with citizen advisory groups, businesses, community members, etc. to determine needs and increase citizen participation in community events.

Responds to community concerns from walk-ins, patrol, City Council and phone inquiries.

Provides resource and referral services to victims of crimes, citizens, police officers, school counselors, business owners, and other members of the community designed towards long-range problem solving and reduction of repeat calls for police services.

Manages victim assistance programs to assist victims in working through the criminal justice system.

Compiles data and prepares reports relating to project responsibilities. Maintains crime statistics/records and other relevant information.

Provides community education/information through articles for publication, public speaking, media interviews and classroom instruction.

May serves as department representative to other municipalities, police agencies, social service agencies and community groups.

Maintains parking authority to assist in resolving community and associated problems.

Plans and coordinates life enrichment activities/special events for targeted citizens; assists in developing and implementing community activities.

Plans, coordinates, and facilitates a variety of meetings with the public to address their concerns. Serves as police department liaison at various meetings to promote programs and activities.

OTHER JOB FUNCTIONS

Attends neighborhood association, business community and other meetings; answer questions pertaining to police practices or protocol, community resources or other related issues.

Attends meetings and seminars to maintain proficiency job related programs, techniques, and trends.

Performs other related duties as assigned.

WORKING CONDITIONS:

This is a non-sworn position in the Police Department. Duties are primarily performed both in an office environment and in the community. Attendance at evening meetings and other activities required. Potential of physical harm is present from unruly citizens or hostile crime suspects. May require the wearing of a uniform for identification purposes at certain public events.

QUALIFICATIONS:

Knowledge of:

- General problems faced by youths, senior citizens, crime victims and other targeted groups.
- Available social service resources and functions.
- General law enforcement practices and procedures and the criminal justice system.
- Community based policing programs, practices, and techniques.

Ability to:

- Work independently with minimal supervision.
- Deal with citizens who are in stressful situations.
- Link community members to appropriate social service programs and agencies and make referrals.
- Communicate clearly and concisely, both orally and in writing, including public speaking engagements.
- Facilitate meetings.
- Establish and maintain effective working relationships with other employees, officials, representatives of human service agencies and the public.
- Gather information and prepare written reports.
- Plan, analyze and coordinate the development of community programs using citizens and volunteers.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Two years college coursework related to communications, public administration, criminal justice or human services and two years of direct social service work, with a demonstrated ability to develop and implement programs. Work experience should include community outreach, victim's assistance and public relations. Bi-lingual abilities desirable.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 7/1/92

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Union Code: GU

FLSA Status: NE